



## STATE OF INDIANA

MITCHELL E. DANIELS, JR., Governor

DEPARTMENT OF ADMINISTRATION

Procurement Division

402 W Washington Street, Room W468

Indianapolis, Indiana 46204

317 / 232-3053

### Award Recommendation Letter

Date: November 13, 2012

To: Nate Day, Director of Strategic Sourcing  
Indiana Department of Administration

From: Adam Thiemann, Strategic Sourcing Analyst  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 13-9  
Development of Wetlands Program Development Plan

A handwritten signature in black ink, appearing to read "Adam Thiemann", is written over the "To:" line of the letter.

#### **Estimated Amount of Contract: \$124,980.00**

Based on the evaluation of our team, we recommend for selection **RW Armstrong** to begin contract negotiations to assist with the development of a long-term Wetlands Program Development Plan for the Indiana Department of Environmental Management's Office of Water Quality. RW Armstrong is committed to subcontract 8.0% of the annual contract value to Siyan Communications, a certified minority-owned business and 42.0% of the annual contract value to Empower Results, a certified woman-owned business. Terms of this recommendation are included in this letter.

The evaluation team received proposals from six (6) vendors:

- AECOM
- Briljent
- Cardno JFNew
- CBB Engineering
- RW Armstrong
- Shrewsberry

The proposals were evaluated by IDOA and an evaluation team according to the following criteria established in the RFP:

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (30 points)
- Price (25 points)
- Indiana Economic Impact (15 points)
- Buy Indiana/Indiana Company (10 points)
- Minority Business Participation (10 points)
- Women-Owned Business Participation (10 points)

The proposals were evaluated according to the process outlined in section 3.2 (“Evaluation Criteria”) of the RFP. Scoring was completed as follows:

**A. Adherence to Requirements**

All proposals were reviewed for adherence to mandatory requirements. All respondents met these requirements and were then evaluated based on the business proposal, technical proposal, and cost proposal.

**B. Management Assessment/Quality**

**Business Proposal**

For the business proposal evaluation, the team considered each respondent’s ability to serve the state regarding the following sections of the business proposal: company structure, company financial information, references, and experience serving similar clients.

**Technical Proposal**

For the technical proposal evaluation, the team considered each respondent’s plan for the following items: gathering regulatory aspects, coordination, facilitating stakeholder meetings, technical writing, monitoring, assessment, restoration, wetlands mapping, education and outreach.

The evaluation team’s scores were based on a review of each respondent’s proposed approach to each section of the technical proposal, Section 2.4, as well as specific questions that respondents were asked to respond to in the RFP and clarifications.

Results of the management assessment/quality evaluation are shown below:

**Table 1: First Round MAQ Scores**

<b>Respondent</b>	<b>MAQ Score (30 Max)</b>
AECOM	20.00
Briljent	20.55
Cardno JFNew	24.30
CBB Engineering	16.73
RW Armstrong	25.70
Shrewsberry	14.85

During business and technical proposal evaluation, the evaluation team observed the following regarding each respondent. This is not intended to be an exhaustive discussion of what the evaluation team considered, but attempts to highlight some of the primary considerations that led to the evaluation team’s scores.

**AECOM**

AECOM scored 20.00 out of the possible 30 qualitative points. The proposal showed a large organizational company with a worldwide reach which offers many experienced professionals and resources. The respondent has a local presence and has had experience working with IDEM in the past. The proposal did not show any experience in developing wetland program plans and there were no specific successful projects related to the various questions within the RFP.

**Briljent**

Briljent scored 20.55 out of the possible 30 qualitative points. The respondent appeared to have good institutional knowledge and a track record of working with State and Federal governmental agencies. The proposal showed the respondent had worked to identify current state WPP's that could be utilized when developing Indiana's WPP. The respondent itself did not appear to have specific scientific wetland knowledge and was relying on subcontractors for technical aspects of the plan. The proposal lacked coordination working with Indiana wetland staff and the evaluation team noted lack of detail in response to the mapping and education components.

**Cardno JFNew**

Cardno JFNew scored 24.30 out of the possible 30 qualitative points. The respondent showed extensive experience in Indiana with wetland regulations, monitoring, creation and restoration. The respondent was also involved in developing a previous wetland plan. The evaluation team felt the proposal included too many meetings and not enough specific coordination with Indiana wetland staff on a one-on-one basis.

**CBB Engineering**

CBB Engineering scored 16.73 out of the possible 30 qualitative points. The respondent has much experience working with State agencies and has facilitation experience involving many stakeholders. The proposal lacked intimate understanding of the regulation and science related to wetlands. Only a few specific examples of other state's plans and components of those plans were mentioned in the proposal.

**RW Armstrong**

RW Armstrong scored 25.70 out of the possible 30 qualitative points. The respondent submitted a very thorough proposal that indicated experience with wetlands and water issues, by both the prime and sub contractors. The evaluation team appreciated the respondent's plan of working closely with Indiana wetland staff. The evaluation team showed concern over the large portion of the budget going to mapping activities and the amount of the project being completed by the subcontractors.

**Shrewsberry**

Shrewsberry scored 14.85 out of the possible 30 qualitative points. The respondent's proposal showed a well developed understanding of the regulatory aspects of the scope of work. The responses provided seemed very general in nature. The overall proposal demonstrated a lack of knowledge for the services requested.

### C. Cost Proposal

Price is measured against the state's baseline cost for this scope of work. Respondents were measured only against the baseline for the line items proposed in the respective cost proposals. Cost scoring points were assigned as follows:

- Respondents who meet the state's current baseline cost will receive zero (0) cost points.
- Respondents who propose a decrease to the state's current costs will receive positive points at the same rate as bid increasing cost.
- Respondents who propose an increase to the state's current cost will receive negative points at the same rate as bid lowering cost.
- Respondents who propose a 10% decrease to the state's current baseline cost will receive all of the available cost points.
- If multiple respondents decrease costs below 10% of the current baseline, an additional 5 points will be added to the respondent proposing the lowest cost to the state.

All respondents were given the opportunity to improve their pricing through a round of target pricing. CBB Engineering was awarded the 5 bonus points for having the lowest proposed cost. The scoring for step 2 of the evaluation process is outlined below:

**Table 2: Cost Scores**

Respondent	Cost Score (25 Max)
AECOM	25.00
Briljent	25.00
Cardno JFNew	23.43
CBB Engineering	30.00
RW Armstrong	25.00
Shrewsberry	25.00

### D. IDOA Scoring

IDOA scored the respondents in the following areas – Buy Indiana (10 points), Indiana Economic Impact (15 points), and Minority and Women Business Participation (10 points each) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Buy Indiana, Indiana Economic Impact, and Minority and Women Business Participation information with the respondents.

**Table 3: Final Overall Evaluation Scores**

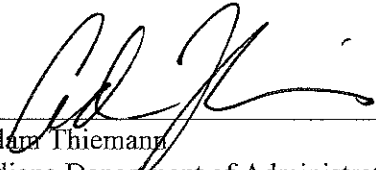
Respondent	Management Assessment/ Quality Score (30 max)	Cost Score (25 max)	Buy Indiana (10 max)	Indiana Economic Impact (15 max)	MBE (10 max + 1 bonus)	WBE (10 max + 1 bonus)	Total Score (100 max + 7 bonus)
AECOM	20.00	25.00	0.00	15.00	10.00	10.00	80.00
Briljent	20.55	25.00	10.00	6.43	10.00	-1.00	70.98

Cardno JFNew	24.30	23.43	10.00	14.36	10.00	10.00	92.09
CBB Engineering	16.73	30.00	10.00	12.21	10.00	10.00	88.94
RW Armstrong	25.70	25.00	10.00	14.57	10.00	11.00	96.27
Shrewsberry	14.85	25.00	10.00	14.14	11.00	10.00	84.99

### **Award Summary**

During the course of evaluation, the state scrutinized all proposals to determine the viability of the proposed business solutions to meet the goals of the program and to meet the needs of the state. The team evaluated proposals based on the stipulated criteria outlined in the RFP document.

The contract will be for a period of one (1) year from the date of contract execution. There will be no renewal of the contract.

  
 \_\_\_\_\_  
 Adam Thiemann  
 Indiana Department of Administration  
 Strategic Sourcing Analyst

